

# INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officers

**DATE:** January 16, 2003

**FROM:** Lawrence C. Franklin, Jr.  
State Controller

**SUBJECT: DISTRIBUTION OF W-2's**

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You should be receiving your department's W-2 forms shortly. Please make every effort to distribute these W-2's for 2002 to your employees as soon as possible. **Please avoid mailing them out whenever possible.**

Thank you for your cooperation in this matter.

/hh  
CPO:03-11